

AI VENDOR EVALUATION CHECKLIST

From Smith Hill Global Consulting, LLC
Making AI Accountable to the People It Impacts

**Don't get burned by bias. Ask better questions.
Demand real answers.**

This checklist helps you screen AI vendors for risk, representation, and accountability before they embed harm into your systems.

Need a deeper review, vendor audit, or procurement guardrails?
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CHECKLIST SECTIONS

DATA QUALITY & REPRESENTATION

Understand who's represented and who's excluded in the AI system's training data.

ALGORITHM TRANSPARENCY & BIAS MITIGATION

Know how the system makes decisions and how bias is caught and corrected before it scales.

REAL-WORLD VALIDATION

Confirm the tool works outside the lab in your real-world setting.

DATA GOVERNANCE & CONSENT

Know how your data is used, stored, and protected, and what happens if you walk away.

INTEGRATION & HUMAN IMPACT

Ensure the tool actually fits your workflows and supports your people.

REGULATORY COMPLIANCE & LIABILITY

Don't get caught holding the bag if something goes wrong.

COST & LONG-TERM VALUE

Know what you're really paying for and what value you're getting.

FINAL CHECKS (BEFORE YOU SIGN)

Adapted for early-stage or first-time vendors or experienced vendors

**Looking for vendor audits, equity guardrails, or contract support?
Contact us for a free discovery consult.**

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